



**Minutes of the CASA Executive Committee  
Meeting held at  
Centennial Park Cemetery, Pasadena  
Friday March 4, 2011**

**Commenced:** 3:05 pm

**Present:** Brenton Hill  
Bryan Elliott  
Bruce Nankivell  
Nick Day

**In Attendance:** Robert Pitt – CEO, Adelaide Cemetery Authority.

**Apologies:** Kathy Bowden

**1. MINUTES OF PREVIOUS MEETING**

***MOVED B. Elliott SECONDED N. Day that the minutes of the previous meeting held Friday December 3, 2010 at Harrison Funerals, Ridgehaven, be accepted as a true and accurate record.***

**CARRIED**

**2. CORRESPONDENCE:**

**In:**

- a. Jennifer Watkins, West Coast Funerals re: Plain English Statement
- b. Joe Campbell, Phoenix Foundry re: Darren Leuders Customer Service Award.
- c. Jason Hall, President Monumental Masons Association re: Application for a Headstone Memorial.
- d. Mary Reid, NSW Crem. & Cem. Association re: visit to sa in 2011.
- e. Dept. of Planning & Local Govt, re: Freedom of Information request.
- f. Coorong District Council re: change of address
- g. Cheryl McCombe, Mt Gambier Cemetery Trust re: sale of photographs at Grave Secrets web site.
- h. ACCA re: request for information on renewable v perpetual.
- i. Northern Areas Council re: burial on private land.
- j. Gay Tulloch, Adelaide Hills Council re: Plain English Statement queries.

**Out:**

1. Jennifer Watkins, West Coast Funerals re: Plain English Statement.
2. Joe Campbell, Phoenix Foundry re: Darren Leuders Award
3. Jason Hall, President Monumental Masons Association re: Application for a Headstone Memorial.
4. Jason Hall, President Monumental Masons Association re: Riverland meeting accommodation.
5. Mary Reid, NSW Cem. & Crem Assoc re: 2011 visit to Adelaide.
6. ACCA re: Request for information on renewable v perpetual.
7. Gaye Tulloch, Adelaide Hills Council re: Plain English Statement.

**3. FINANCE**

B. Elliott presented the financial report as at February 28, 2011.

Bank statement balance:	\$10,070.91
Bank SA Term deposit:	<u>\$10,000.00</u>
Total funds	\$20,070.91

***MOVED B. Elliott SECONDED B. Hill that the report be received  
CARRIED***

**4. INFORMATION DAY & AGM (Monday May 2, 2011) (KPI)**

- N. Day presented draft programme. Considerable discussion concluded with finalized programme for the day. This will be prepared for distribution to membership.
- Darren Leuders Customer Service Award. No nominees to date. Committee members charged with task of encouraging industry to provide nominations.

***Action: N. Day***

**5. DISPOSAL OF HUMAN REMAINS BILL**

No further response from Attorney General.

**6. ACCA NATIONAL MODEL**

B. Elliott advised of no further progress to report. Discussion took place on this subject.

**7. WEB SITE DEVELOPMENT (KPI)**

Discussion on assistance required for completion of necessary content for new web site. B. Hill showed the web site progress to date.

Agreed that assistance be hired due to time commitment.

Considerable effort already contributed by Raelene Nicholls was acknowledged by the meeting.

R. Pitt agreed to work with Raelene and secure the necessary assistance and ensure the web site was ready for launch at the May Information Day & AGM.

***Action: R. Pitt***

## **8. CONSTITUTION UPDATE (KPI)**

Agreed this review requires considerably more time and will become a goal for 2011 with view to present for adoption at the 2012 AGM.

## **9. TRANSFER OF LICENCE**

R. Pitt advised no further response from Crown Solicitor due to staff leave for extended period.

## **10. OTHER BUSINESS**

- B. Nankivell advised he would be absent for the April meeting.

## **11. MEETINGS 2011**

All meetings will be held on a Friday commencing at 3pm

- **April 8 – Adelaide Cemeteries Authority**
- **Monday May 2 – AGM/Info. Day**
- **June 3 – Harrison Funerals, Ridgehaven**
- **July 1 – Adelaide Hills Council, Stirling**
- **August 5 – Centennial Park**
- **September 2 – Adelaide Cemeteries Authority**
- **October 7 – Harrison Funerals**
- **November 4 – Centennial Park**
- **December 2 – Adelaide Hills Council, Stirling**

## **13. NEXT MEETING**

- Friday April 8, Adelaide Cemeteries Authority, Enfield.

Meeting closed 4.40 pm